

PHILIP MORRIS U.S.A.  
INTER-OFFICE CORRESPONDENCE  
RICHMOND, VIRGINIA

To: O. W. Dudley, III  
From: L. M. Cummings *L. M. Cummings*  
Subject: RECORDS MANAGEMENT

Date: April 3, 1992

Following is a quarterly update on the status of the Records Management Program in the Leaf Department.

During this reporting period, the PM USA Legal Department requested that we direct the revision of departmental retention schedules that have categories pertaining to ADMINISTRATIVE RECORDS, GENERAL SUBJECT FILES, or REFERENCE MATERIALS. It was determined that ADMINISTRATIVE RECORDS should be assigned a retention period of not more than two years and the other two categories should be removed from the schedules and the records reassigned to a more specific category. The Leaf Department records coordinator was advised of these retention stipulations and the actions required to effect the appropriate changes on March 3. Due to changes in operational record keeping requirements, it was also recommended that additional revisions be incorporated into the Leaf Department retention schedule at this time. Once legal counsel has reviewed these changes, we will print a revised Leaf schedule and circulate it for the necessary endorsements.

Progress on the final phase of the Records Management Program is also well under way in the Leaf Department. During the first quarter, the five remaining diskettes of the Leaf Department active records inventory data were received and loaded into the Records Management System. In an analysis of the inventory data received, it was discovered that some location and category codes were not utilized. This was brought to the attention of your departmental records coordinator who is investigating the situation. It may turn out that some additional Leaf records will need to be inventoried.

To insure compliance with the PM USA Records Management procedures, records must be transferred and disposed each year according to the approved departmental retention schedule. To date, 100% of the Leaf Department records that have exceeded their retention period have been disposed. Once your retention schedule has been revised and it is determined that all of the Leaf Department active records have been inventoried, we will then issue a records transfer notice to your department. As soon as the records are sent to inactive storage, your department will have completed the program's current year requirements. It is presently estimated that the Leaf Department has fulfilled 75% of the Records Management Program requirements for the 1992 calendar year.

*JD*  
"ONLY BEING THE BEST WILL KEEP US FIRST"

The Records Management audit procedures were discussed with counsel in the PM USA Legal Department during this reporting period. It was decided that counsel will have the Corporate Audit Department review these procedures before their subsequent finalization. It was further decided that they will recommend that the Records Management Department conduct these audits under the auspices of the Corporate Audit Department. Due to our involvement on the final phase of the Records Management Program, it may still be several months before these audits begin. I will keep you informed of any developments in this area.

If you have questions or would like to discuss any of the above, please let me know. Also, attached is a breakdown of the Leaf Department showing implementation progress on the final phase of the Records Management Program.

Attachment

c: A. J. DeBaugh, Esq.  
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